

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

Cable Secretary

EXTENSION

NO.

DATE

5838

April 1969

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EX/DIR-COMPT

Attn: [REDACTED]

4/9

4/11

W

Please feel free to call me if you have any questions before giving to Col. White.

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11. Cable Secretary
1A-53 Hqs.

MB

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Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020038-8

Executive Registry

69-1902

8 April 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 March 1969

1. The workload for March 1969 was over 70,000 items, 6% greater than March of last year. This is the second highest month of total traffic in the history of the Cable Secretariat. For the nine months of FY 69 we are running 6% over the same period in FY 68.

25X1A 2. As of 31 March 1969 we are six persons short of our T/O. Perhaps this statement alone fails to express our true situation. Except for the authorization to hire 10% over T/O, our T/O of [REDACTED] actually is approximately eight positions short of a T/O to meet our needs - i.e., [REDACTED]. Add to this a 25X1A shortage of six persons assigned and an average of 13 persons per day not available for duty for all causes and it can be seen that we are operating 27 persons short of our T/O needs. The authorization to hire 10% over-strength has not yet proved effective. The present staff is operating under a strain doing a job at less than desired standards.

25X1A 3. The Cable Secretariat Message Center is averaging 237 official telephone calls per day. Approximately 80% or 190 calls require the retrieval of at least one reference. The balance of the calls require a check of at least one of the logs for information concerning a cable. The total time required for servicing these telephone requests occupies 9 1/2 man hours per day.

4. On 12 March [REDACTED] brought a group of NPIC persons to tour the Cable Secretariat. This is perhaps the third NPIC group to tour the Cable Secretariat.

5. Attached Inclosure 1 is a copy of a chart showing our actual and projected T/O positions, production per T/O position, workload, cost per cable, and percentage of change in production over previous year.

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GROUP 1
Excluded from automatic
downgrading and
declassification

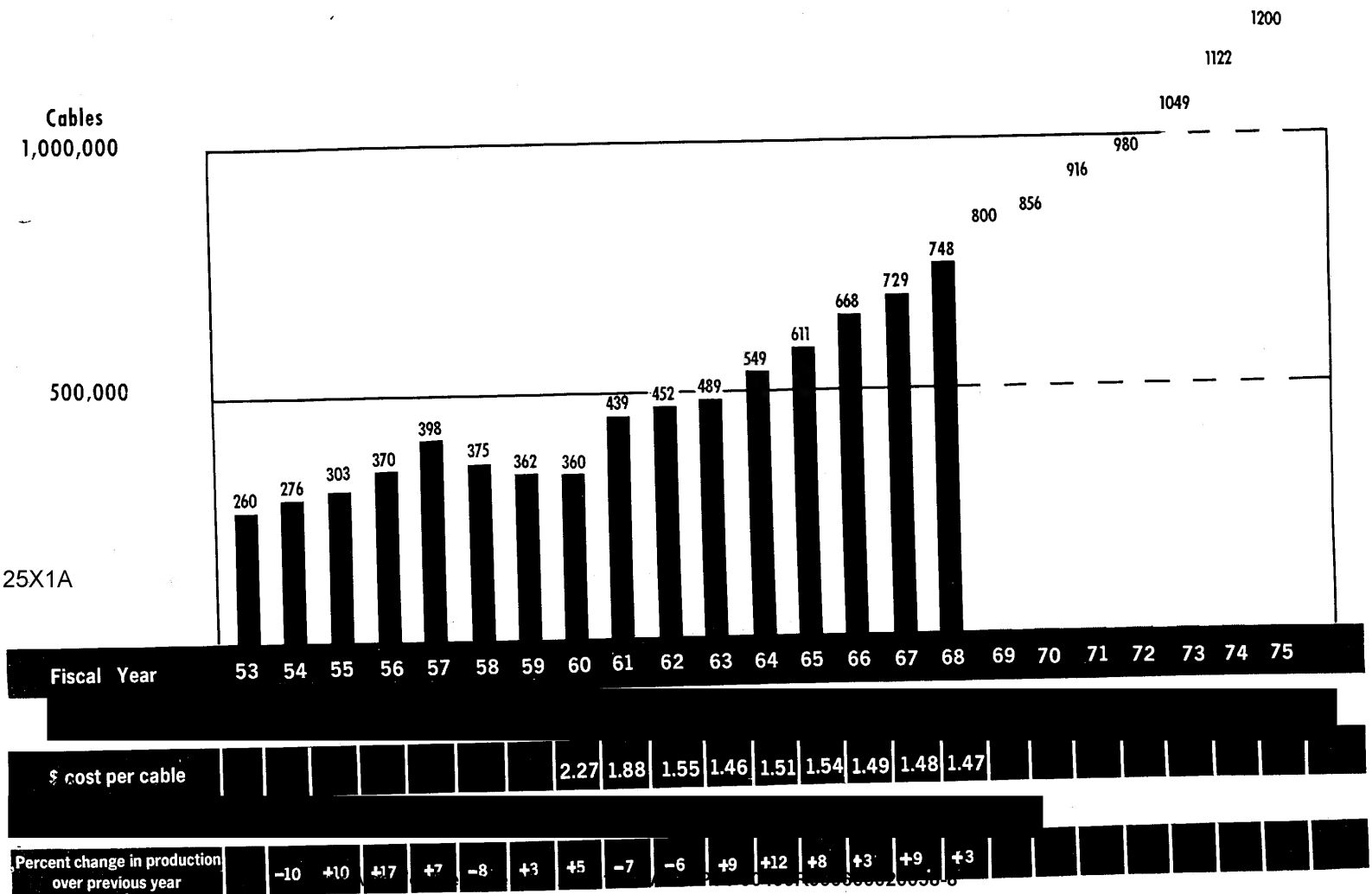
6. Attached as Inclosure 2 is our compilation of data comparing workload for the portion of the current FY with past FY's, and of workload for the current month with past months. While we will have these data available for future periods, it will not, after this month, be forwarded as a part of our monthly report.

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Cable Secretary

Attachments
a/s



Cable Secretariat Workload

2

1. The workload* for the Cable Secretariat for March FY 69 is shown in column seven. In columns two through six is shown the workload for March in each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the March FY 69 workload compared with the month/year shown. Where the March FY 69 workload is less than a preceding month, a minus sign is used; all other percentages reflect an increase compared with prior months.

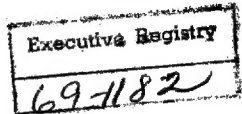
1 Category	2 March 64	3 March 65	4 March 66	5 March 67	6 March 68	7 March 69
IN	21,500 (3)	22,800 (-3)	22,900 (-4)	24,000 (-8)	20,600 (7)	22,100
OUT	6,800 (35)	8,800 (5)	8,800 (5)	9,600 (-4)	8,600 (7)	9,200
TOTAL	28,300 (11)	31,600 (-1)	31,700 (-1)	33,600 (-7)	29,200 (7)	31,300
MISC -	4,000 (30)	4,600 (13)	6,300 (-21)	5,800 (-12)	5,100 (2)	5,200
TOTAL	32,300 (13)	36,200 (1)	38,000 (-4)	39,400 (-8)	34,300 (6)	36,500
NON-CIA	16,100 (111)	19,400 (75)	27,200 (25)	28,300 (20)	32,100 (6)	34,000
TOTAL	48,400 (46)	55,600 (27)	65,200 (8)	67,700 (4)	66,400 (6)	70,500

2. The workload* for the Cable Secretariat for the ninth month of FY 69 is shown in column seven. In columns two through six is shown the workload for the first nine months of each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the workload for the first nine months of FY 69 compared with the workload of the same period in the previous FY's. Where the workload for the nine months of FY 69 is less than the period with which it is compared, a minus sign is used; all other percentages reflect an increase in FY 69 data compared with previous periods.

1 Category	2 March 64	3 March 65	4 March 66	5 March 67	6 March 68	7 March 69
IN	179,300 (3)	184,900 (0)	183,800 (1)	186,100 (0)	180,000 (6)	185,400
OUT	60,800 (25)	65,300 (17)	68,800 (11)	72,000 (6)	71,700 (6)	76,200
TOTAL	240,100 (9)	250,200 (4)	252,600 (4)	258,100 (1)	251,700 (4)	261,600
MISC -	41,400 (4)	38,000 (13)	47,300 (-10)	44,100 (-3)	43,400 (-1)	42,900
TOTAL	281,500 (8)	288,200 (6)	299,900 (2)	302,200 (1)	295,100 (3)	304,500
NON-CIA	130,400 (118)	154,000 (85)	195,300 (46)	223,600 (27)	261,700 (9)	284,800
TOTAL	411,900 (43)	442,200 (33)	495,200 (19)	525,800 (12)	556,800 (6)	589,300

*All figures are rounded to the nearest hundred and nearest whole percentage.

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6 March 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 28 February 1969

1. The workload for February 1969 was 62,000 items, 2% greater than February of last year. For the eight months of FY 69 we are running 6% over the same period in FY 68.

2. Since 31 October 1968, the date upon which we were authorized three additional slots and at which time we were four people short of our authorized strength, we have gained six and lost six persons. We now stand seven persons short of our authorized strength.

3. Based on the first two months on which control numbers have been assigned to CIA action sets, the monthly average for the three units with the greatest number of action sets is: WH 2,650, FE 2,400, and NE 1,950 per month. For the complete accounting, see Inclosure.

4. With reference to your memorandum of 11 September 1968, cable dissemination requirements have been reviewed by all units and approved by representatives of the Deputy Directors concerned. As a result of this review, the number of units to which we make dissemination was reduced from 137 to 115, including DCI. The number of requirements remained, for all practical purposes, the same, though there was actually a very small increase. DDI did reduce the number of units by 18, and achieved a significant reduction in the number of copies required. The other Directorates - DDS, DDP, and DDS&T, were unable to achieve any significant reduction in the units requiring dissemination, the number of requirements, or the number of copies needed.

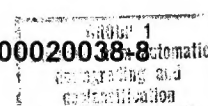
5. On 3 March 1969, [REDACTED] and I attended a meeting with [REDACTED]

[REDACTED] O/Communications to review and discuss the status of ACT.

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6. We met with Mr. Fuller, Eastern Regional Sales Manager of Universal Business Machines, makers of the Keytronic on 10 March 1969. The purpose of the meeting was to discuss how some of the problems that we are having with the Keytronic could be eliminated. Mr. Fuller said that he will look into the problem and take steps to correct them.

7. I attended the Financial and Estate Planning Seminar. The seminar was very well presented and the information very useful. We intend to encourage our personnel to attend future seminars.

8. During the month [REDACTED] was briefed on the missions and functions of the Cable Secretariat and toured the shop. He was quite knowledgeable of our role and I look forward to working with him.

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[REDACTED]
✓ Cable Secretary

Inclosure
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2 January to 2 March 1969

	WH	5,300	2,650 per month
	FE	4,800	2,400 per month
	NE	3,900	1,950 per month
	EUR	3,800	1,900 per month
	AF	3,700	1,850 per month
	SB	3,000	1,500 per month
25X1A	COMMO	2,400	1,200 per month
	██████████	1,800	900 per month
	TSD	1,800	900 per month
	LOGS	1,700	850 per month
25X1A	██████████	1,700	850 per month
	OF	1,369	684 per month
25X1A	██████████	900	450 per month
	CA	880	440 per month
25X1A	██████████	623	311 per month

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Cable Secretariat Workload

1. The workload* for the Cable Secretariat for February FY 69 is shown in column seven. In columns two through six is shown the workload for February in each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the February FY 69 workload compared with the month/year shown. Where the February FY 69 workload is less than a preceding month, a minus sign is used; all other percentages reflect an increase compared with prior months.

1 Category	2 February 64	3 February 65	4 February 66	5 February 67	6 February 68	7 February 69
IN	19,500 (2)	18,900 (5)	19,500 (2)	20,200 (-2)	19,700 (1)	19,800
OUT	6,200 (32)	7,000 (17)	7,300 (12)	7,700 (6)	7,900 (4)	8,200
TOTAL	25,700 (9)	25,900 (8)	26,800 (4)	27,900 (0)	27,600 (1)	28,000
MISC	3,300 (36)	4,100 (10)	5,100 (-13)	4,800 (-7)	4,900 (-7)	4,500
TOTAL	29,000 (12)	30,000 (8)	31,900 (2)	32,700 (-1)	32,500 (0)	32,500
NON-CIA	14,000 (111)	16,800 (75)	21,500 (37)	23,400 (26)	28,000 (5)	29,500
TOTAL	43,000 (44)	46,800 (32)	53,400 (16)	56,100 (10)	60,500 (2)	62,000

2. The workload* for the Cable Secretariat for the eighth month of FY 69 is shown in column seven. In columns two through six is shown the workload for the first eight months of each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the workload for the first eight months of FY 69 compared with the workload of the same period in the previous FY's. Where the workload for the eight months of FY 69 is less than the period with which it is compared, a minus sign is used; all other percentages reflect an increase in FY 69 data compared with previous periods.

1 Category	2 February 64	3 February 65	4 February 66	5 February 67	6 February 68	7 February 69
IN	157,800 (3)	162,100 (1)	160,900 (1)	162,100 (1)	159,400 (2)	163,300
OUT	54,000 (24)	56,500 (18)	60,000 (12)	62,400 (7)	63,100 (6)	67,000
TOTAL	211,800 (9)	218,600 (5)	220,900 (4)	224,500 (3)	222,500 (3)	230,300
MISC	37,400 (1)	33,400 (13)	41,000 (-9)	38,300 (-2)	38,300 (-2)	37,700
TOTAL	249,200 (8)	252,000 (6)	261,900 (2)	262,800 (3)	260,800 (3)	268,000
NON-CIA	114,300 (119)	134,600 (86)	168,100 (49)	195,300 (28)	229,600 (9)	250,800
TOTAL	363,500 (43)	386,600 (34)	430,000 (21)	458,100 (13)	490,400 (6)	518,800

*All figures are rounded to the nearest hundred and nearest whole percentage.

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Cable Secretariat Workload

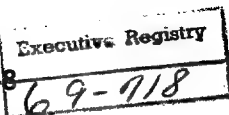
1. The workload* for the Cable Secretariat for January FY 69 is shown in column seven. In columns two through six is shown the workload for January in each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the January FY 69 workload compared with the month/year shown. Where the January FY 69 workload is less than a preceding month, a minus sign is used; all other percentages reflect an increase compared with prior months.

1 Category	2 January 64	3 January 65	4 January 66	5 January 67	6 January 68	7 January 69
IN	20,100 (3)	18,600 (12)	20,400 (2)	21,100 (-1)	19,900 (4)	20,800
OUT	6,700 (33)	7,100 (25)	7,500 (19)	7,900 (13)	7,900 (13)	8,900
TOTAL	26,800 (11)	25,700 (16)	27,900 (6)	29,000 (2)	27,800 (7)	29,700
MISC	5,300 (-8)	4,400 (11)	5,200 (-6)	5,000 (-2)	4,800 (2)	4,900
<u>TOTAL</u>	32,100 (7)	30,100 (15)	33,100 (4)	34,000 (2)	32,600 (6)	34,600
NON-CIA	15,100 (101)	16,400 (85)	22,700 (33)	24,300 (25)	29,100 (4)	30,300
TOTAL	47,200 (38)	46,500 (39)	55,800 (16)	58,300 (11)	61,700 (5)	64,900

2. The workload* for the Cable Secretariat for the first six months of FY 69 is shown in column seven. In columns two through six is shown the workload for the first six months of each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the workload for the first six months of FY 69 compared with the workload of the same period in the previous FY's. Where the workload for the first six months of FY 69 is less than the period with which it is compared, a minus sign is used; all other percentages reflect an increase in FY 69 data compared with previous periods.

1 Category	2 January 64	3 January 65	4 January 66	5 January 67	6 January 68	7 January 69
IN	138,300 (4)	143,200 (0)	141,400 (1)	141,900 (1)	139,700 (3)	143,500
OUT	47,800 (23)	49,500 (19)	52,700 (12)	54,700 (7)	55,200 (1)	58,800
TOTAL	186,100 (9)	192,700 (5)	194,100 (4)	196,600 (3)	194,900 (4)	202,300
MISC	34,100 (-3)	29,300 (13)	35,900 (-8)	33,500 (-1)	33,400 (-1)	33,200
TOTAL	220,200 (7)	222,000 (6)	230,000 (2)	230,100 (2)	228,300 (3)	235,500
NON-CIA	100,300 (121)	117,800 (88)	146,600 (51)	171,900 (29)	201,600 (10)	221,300
TOTAL	320,500 (42)	339,800 (34)	376,600 (21)	402,000 (14)	429,900 (6)	456,800

*All figures are rounded to the nearest hundred and nearest whole percentage.



5 February 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 January 1969

1. The workload for January 1969 was 64,900 items, 5% greater than January of last year. For the seven months of FY 69 we are running 6% over the same period in FY 68.

2. As of 31 January 1969 we are seven persons short of our authorized strength.

3. During the period 1 January - 31 December 1968, we requested from other agencies a total of 1,712 cables, involving approximately 3,500 telephone calls. A breakdown of these figures is shown in Attachment B.

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4. On 15 January 1969 Mr. [REDACTED] of PPB;

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[REDACTED] of CRS, [REDACTED] and I were among those attending a meeting concerning the results of Phase II of the study of Automatic Dissemination of Teletype Materials. [REDACTED]

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[REDACTED] and I will be meeting again to discuss the feasibility of using Content Control Codes in the Cable Secretariat.

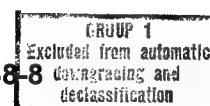
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5. As stated in our November 1968 report, the doubleheader offset press turned out to be unsuited for our operation. We traded in the doubleheader machine on three 2650s. The 2650 is a single-header machine with automatic master ejection, automatic master insertion and a number of other automated features. The operators like and have accepted this machine and as a result our rate of production has increased.

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6. On 30 January 1969, a meeting was held and chaired by [REDACTED] Logistics Services Division, with all offices interested or having

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to do with emergency power. The group reached a conclusion that the present system was not adequate, workable, or modern enough to do the job, and should be replaced with a more up-to-date system. A task force will be formed to determine which offices should be put on this emergency power and then provisions will be made to install a new system.

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7. [REDACTED] Assistant Message Center Chief, attended the Brandon's Course on Systems Analysis. This was a two week course held at the [REDACTED] found the course to be excellent. He thought all the instructors were completely knowledgeable and were capable of expressing themselves at the mean level of class understanding.

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8. This month we ran a total 682,529 copies on the Keytronic Sorter machine. The machine was inoperable 112 hours. The Keytronic serviceman tells us that our problem could be caused by the grade of paper we are using in our reproduction of cables. Paper which is porous causes the Keytronic to pick up more copies than are required. We are looking into the problem to determine a more suitable paper that will facilitate sorting. ✓

9. During January, we reviewed with representatives of each of the four Directorates their requirements for Cable Secretariat Cable Reference Service. We also obtained from each a recommendation as to the retention period for the file. DDS, DDI, and DDS&T components indicated only a marginal interest in service from our file within a time span of from 1 to 15 years. [REDACTED] for DDP components expects their requirements for Cable Reference Service to continue at about the same level (600 - 900 per month) and states that the Cable Secretariat's reference file serves as a Vital Record backstop for the Clandestine Services. He recommends that the file be retained for at least 60 years. In view of such a time span, microfilming of the entire file appears necessary and economically feasible.

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10. [REDACTED] in consultation with [REDACTED] DDS&T, and [REDACTED] of PSD have completed a cost estimate for reestablishing a microfilm program for cables. The cost of filming approximately 1.8 million paper copies of cables now stored at the Record Center is

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estimated to be \$26,000 for material and labor. This would reduce storage volume for cables at the Record Center by approximately 700 cubic feet. At current traffic levels, the cost of the microfilm program is estimated to be approximately \$5,000 per year. Since microfilming efforts by the Cable Secretariat are not now possible with present money/manpower, I have asked Mr. Reynolds to explore with [REDACTED] the extent to which the DDP might assist us in reestablishing a microfilm program for cables.

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11. We also reviewed with DDI, DDS, DDP, and DDS&T the requirement to deposit copies of non-CIA cables with the Record Center as Vital Records. As a result of the review, [REDACTED] of DDI stated that the file which was originally established for primary use of OCI, has outlasted its usefulness and deposits may be discontinued. With concurrences of the other Directorates, we have ceased to deposit this material and have instructed the Records Center to destroy the copies. This will release approximately 30 cubic feet of space at the Center and will save us two hours a day in labor previously spent in invoicing and packaging the material.

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[REDACTED]

Y Cable Secretary

Attachments

ATTACHMENT B

State Outs	335	EXDIS	39
State Ins	915	ROGER CHANNEL	70
Army	6	DIA	33
AID	73	NSA	10
USIA	13	JCS	105
Navy	14	DAO	90
Air Force	<u>9</u>		<u> </u>
Total	1,365	+	347 = 1,712

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Cable Secretary

EXTENSION

5838

NO.

DATE

6 March 1969

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller

3/7

4/16

h.

EXDIR has seen
but I held so
as to forward
to EXDIR WITH
your March report.

THANKS —

O/EXDIR

25X1A

8. Cable Secretary
1A-53 Hqs.

gts